



TOWN OF ISLIP

OFFICE OF THE TOWN CLERK

OLGA H. MURRAY
TOWN CLERK & REGISTRAR

Information on How to Obtain a Birth Certificate

FEES: ONE (1) COPY \$10.00, TWO (2) COPIES IS \$20.00, ETC.

A certified copy or transcript may be issued only to:

- A person with a New York State Court Order.
- The person named on the birth certificate, if 18 years of age or older.
- The parents of the person named on the birth certificate.
- Lawful representative of the person named or the parents of the person named on the birth certificate.

In-Person Request- The request may be accepted from a qualified applicant if the following conditions are satisfied:

1. The applicant completes and signs the application form DOH-296A.
2. The applicant provides acceptable identification.
3. The applicant is eligible to receive a copy.
4. \$10.00 cash, check or money order for each request.

Acceptable Identification

- State issued drivers or non-drivers license.
- Military ID card.
- Passport.
- Police report documenting the applicant's name, address and theft or loss of positive ID.
- Two current utility bills issued immediately preceding the application and, showing the requestor's name and address.

******In the event that the applicant's last name on the identification differs from the information on the certificate, a copy of the applicant's birth certificate, marriage certificate, and legal name change paperwork must accompany.

****** If the applicant has a notarized authorization to obtain the record on behalf of an eligible individual, the original notarized statement and ID from the eligible individual must accompany the request.

Mail Request- a request from a qualified applicant may be accepted in writing on a signed application DOH-296A or by letter under the following conditions:

1. The applicant provides the name, date of birth, place of birth, father's first and last names and mother's first and maiden names of the person named on the birth certificate: AND
2. The applicant provides his/her current name and address along with their relationship to the person named on the birth certificate: AND
3. The request must be signed by the applicant.
4. A copy of an acceptable form of I.D.
5. \$10.00 money order for each request.

Fee: \$10.00 per certified copy requested. Payment may be made in cash, check (do not send cash or check in the mail), or money order made payable to "Town of Islip".



Application for Copy of Birth Record

[illegible]